



Meeting Date	June 20, 2007	Time	10:00 – 11:30
Location	Conference call 866-919-7299; passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Lois Coleman		

Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	Y	
Mark StClair	Finance Office	N	
Kathy Bruchey	Finance Office	N	
Brenda Hernandez	NMFS	Y	
Dawn DiFiore	NMFS	N	
Herbert Callands	NWS	Y	
Debbie Hoffman	NWS	N	
Carmen Solis	NOS	N	
Bruce Jackson	NOS	Y	
Paul Johnson	OAR	Y	
Steve Musser	OAR	N	
Sharon Schroeder	OAR	N	
Andrea Moore	OAR	Y	
Alicia Taylor	NESDIS	Y	
Gerald Thomas	NMAO	N	
Malcolm Orr	OGC	N	
Thomas Santymire	Budget Office	N	
Candace Davis	CMFD	Y	
Valda Ferrell-Evans	CMFD	Y	
Sharon Glover	BIS	N	
Guest Name	Organization		E-mail
Lisa Barry	NWS	Y	

Agenda:

1. Update on Training – Cindy Rich, Jackie Schreckengost
2. Continue TWA Discussion – All
3. FMC Representation on RWG

Minutes:

1. Update on Training -- Cindy said that, so far, the training was well attended and well received. She said that she will complete the training the week of June 25 and that the remaining classes have some open spaces. During the training, attendees have asked questions and/or made comments or suggestions which Cindy has noted. When the training is complete, she will provide a list to RWG members of all the questions/comments. At a future meeting(s) of the RWG, we will discuss them. Some examples are: should FMCs continue to use form CD-572 or use the new template; do the LO/FO contacts have back-ups; will we run out of project codes; what is the method to prioritize time sensitive requests, etc.
2. TWAs – After much discussion, the RWG members recognize the difficulties with TWAs, but agreed that we must develop procedures and criteria for requesting and approving them. In order to develop the criteria, RWG members will canvas their FMCs to find out: when and why TWA's are needed; why agencies can't fund agreements during CRs if they're spending at prior year levels; what is an acceptable justification for a TWA; what documentation is needed from the sponsor; etc. The discussion will continue at the next RWG meeting.
3. FMC representation on the RWG – All members agreed that non-voting FMC representatives to the RWG would be beneficial. Members will think about how many FMC representatives each LO will need and how they will select their FMC representation. The discussion will continue at the next RWG meeting.

The next meeting will be:	TBD
---------------------------	-----